



on Student Assessment and Accountability

### October 25, 2018

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### M-STEP Online Passage-Based Field Test

The Michigan Department of Education (MDE) invites you to participate in an online Passage-based Writing Field Test, written by Michigan authors, for students in grades 3–8. The field test takes place January 7 - February 1, 2019.

The purpose of this field test is to check the adequacy of testing procedures and statistical characteristics of new passage-based items by testing them in the field before they appear on a spring assessment. Your participation in this field test helps to ensure the quality of the passages and prompts, as well as giving students an opportunity to practice a writing item before taking the spring M-STEP assessment.

During the field test, students will read one passage, either literary or informational from a variety of genres as prescribed by the standards—and then respond to a prompt, which includes a checklist of components of a well-written essay. Students will not receive a score, but they will have an opportunity to practice and use the checklist to improve their writing skills in the testing environment.

If you would like to participate in this field test, you just need to Pre-ID participating students in the Office of Educational Assessment and Accountability (OEAA) Secure Site (www. michigan.gov/oeaa-secure) beginning November 19, 2018. For information about how to Pre-ID students for testing, or how to gain access to the Secure Site, go to the Secure Site Training web page (www.michigan.gov/securesitetraining).

We need your help in testing these new passage-based items for students in grades 3-8, and we thank you in advance for participating in the M-STEP online Passage-based Writing Field Test. If you have any questions regarding the field test, contact mde-oeaa@michigan.gov, and use the subject line "Passagebased Field Test."

Call Center: 877-560-8378

Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions

### Now Available: List of Important Dates for Grades 8-11

The following Spring 2019 Lists of Important Dates are now available on the Michigan Department of Education website:

- MME and PSAT List of Important Dates
- PSAT 8/9 and PSAT 10 List of Important Dates
- Grade 8 List of Important Dates

These documents include key dates for preparing for test administration, during test administration, and after test administration tasks, for Building and District Assessment Coordinators.

- 2019 MME and PSAT List of Important Dates
   This document includes dates for the MME and
   PSAT assessments in high school. There are
   separate sections for:
  - SAT with Essay, ACT WorkKeys, M-STEP, PSAT 10, and PSAT 8/9 for grade 9 combined
  - SAT with Essay, PSAT 10, and PSAT 8/9 for Grade 9 only
  - ACT WorkKeys only
  - M-STEP only
- 2019 PSAT 8/9 and PSAT 10 List of Important Dates This document includes PSAT date information for grades 8, 9, and 10
- 2019 Grade 8 List of Important Dates
   This document provides key date information for PSAT 8/9 for grade 8 and the M-STEP grade 8 assessments, and includes separate sections for:
  - M-STEP and PSAT 8/9 for grade 8 combined
  - PSAT 8/9 for grade 8 only
  - M-STEP only

These Lists of Important Dates are available on each assessment web page under the **What's New** and **Current Assessment Administration** sections:

- MME and PSAT List of Important Dates, Spring 2019 (www.michigan.gov/mme)
- PSAT 8/9 and PSAT 10 List of Important Dates, Spring 2019 (www.michigan.gov/psat)
- Grade 8 List of Important Dates, Spring 2019
   (www.michigan.gov/psat and www.michigan.gov/mstep)

Additional available documents providing dates, deadlines, and schedules include:

- M-STEP List of Important Dates, Spring 2019 (www.michigan.gov/mstep)
- MI-Access List of Important Dates, Spring 2019 (www.michigan.gov/mi-access)
- <u>2018-2019 K-2 Testing Schedule</u> (www.michigan. gov/earlylitandmath)
- WIDA List of Important Dates, Spring 2019 (www. michigan.gov/wida)
- 2018-2019 Guide to State Assessments (on all assessment web pages)

### **PSAT Scheduling Reminders**

### Initial Test Day Scheduling for PSAT

Since the results of the PSAT 8/9 in grade 8 will be used in Accountability calculations, there are different requirements for the initial test date based on the grade being tested.

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### For Spring 2019:

- PSAT 8/9 for grade 8 must be administered on Tuesday, April 9, 2019. Morning testing is recommended but afternoon testing is allowed. All students must test at the same time.
- PSAT 8/9 for grade 9 and PSAT 10 may be administered on any day April 9-11, 2019 that works best for individual school scheduling.
   Morning or afternoon testing is allowed, however, students from the same grade must test on the same day and at the same time. For example: all 9th graders could be tested in the morning with all 10th graders tested in the afternoon.

### Makeup Scheduling for PSAT

Makeup testing is allowed for students who were absent on the initial test day and for students who transfer into your school after the initial day of testing. Two makeup test windows for PSAT 8/9 for grades 8 and 9 and for PSAT 10 are provided:

- Makeup Test Window 1: April 10-16, 2019
- Makeup Test Window 2: April 23-24, 2019

Schools have flexibility within this makeup window to schedule makeup tests at their convenience. Students do not have to test at the same time for the makeup test, but students do need to complete the test within one sitting, not interrupted by lunch or other events, except when students have accommodations allowing for additional time.

### Accommodated Scheduling for PSAT

Students who are approved for accommodations in SSD Online and who are taking the PSAT 8/9 in grade 8 or grade 9 or the PSAT 10 may test in the Accommodated Testing Window, **April 9-23, 2019**.

**SAT with Essay Scheduling Note:** The SAT with Essay must be administered on the following dates:

- Initial Test Day: Tuesday, April 9, 2019 unless approved for an additional time accommodation, morning only testing is allowed
- Makeup Test Day: Tuesday, April 23, 2019

   unless approved for an additional time
   accommodation, morning only testing is allowed
- Accommodated Test Window: April 9-23, 2019 – for students who are approved for accommodations in SSD Online

### **Online Testing Waiver Window**

All schools are expected to administer the M-STEP, MI-Access Functional Independence (FI), and WIDA ACCESS for ELLs assessments online for Spring 2019. A small number of school buildings may never be able to test online. Examples could include buildings with no internet access, juvenile justice facilities that do not allow students online, or some center-based special education programs. These schools will have the opportunity to submit online waiver request(s) to administer the paper/pencil version of M-STEP, MI-Access FI, and WIDA ACCESS assessments for Spring 2019.

The ability to request a waiver through the Office of Educational Assessment and Accountability (OEAA) Secure Site is now available through **November 20, 2018**.

Districts must submit the online waiver request(s) by November 20, 2018 in order to obtain the paper/pencil materials needed. It is important to note that requests for EACH school and EACH assessment must be submitted separately. A school (or building) is the smallest unit that may request an online waiver.

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A school may not apply to have only certain grades or content areas take the paper/pencil assessments. Schools that are administering online but have individual students who—as outlined in the <u>Student Supports Accommodations Table</u> located under the <u>Student Supports and Accommodations</u> section of each assessment web page—need to use a paper/pencil form due to a disability or for another reason will not need to request an online waiver. Schools will have the opportunity to order paper/pencil materials on the Material Order screens in the OEAA Secure Site to accommodate these individual students.

#### **Process:**

Requests for an online waiver must be submitted through the <u>OEAA Secure Site</u> (www.michigan.gov/oeaa-secure) by a user with District Administrator or Nonpublic School Administrator access, using the process detailed in the <u>Online Waiver Request</u> document on the <u>Secure Site Training web page</u> (www. michigan.gov/ securesitetraining) under **Miscellaneous**.

## Sending Scores Back Program for Shared Educational Entities (SEEs and S2E2s)

### **Applications Available NOW!**

If your ISD, consortium, or district operates or participates in a school or program that provides:

- Alternative Education
- Early/Middle College Education
- · Gifted & Talented Education
- Special Education

your ISD, consortium, or district may wish to apply to participate in the "Sending Scores Back" Program for school accountability reporting. Applying for the Sending Scores Back Program will designate your school building or classroom program as a Shared Educational Entity (SEE) or Specialized Shared Educational Entity (S2E2). This status is then used to identify students and schools to be processed separately from standard school accountability reporting in the Michigan School Index System. Students in these schools/programs are attributed back to a school building identified in their resident school district for the purposes of school index result calculations.

The Sending Scores Back Program is offered as a benefit for schools or programs offering these types of educational services, by providing them the ability to have non-resident student assessment results and non-resident student graduation statuses to be redirected in the Michigan School Index System to a school in a student's district of residency.

Shared Educational Entities (SEEs) and Shared Specialized Educational Entities (S2E2s) that participated in the Sending Scores Back Program in a prior school year will need to reapply to reestablish their status as a SEE or S2E2 in the Sending Scores Back Program for the 2018-2019 School Index results.

Applications will be due via electronic submission **no** later than January 7, 2019. Additional information and applications to participate in this program are now available on the <u>Shared Educational Entities web page</u> (www.michigan.gov/sees).

## How Did the Michigan Kindergarten Entry Observation (and KRA) Come About?

A Michigan Department of Education (MDE) Top Ten in Ten Goal is universal preschool for 3- and 4-year-old children. In order to determine how to go about meeting that goal, data is needed to demonstrate effectiveness of the Great Start Readiness Program. Current district assessments focus on the academic domain only, which is a misalignment with Michigan early childhood expectations as approved by our State Board of Education. It was decided a Michigan Kindergarten Entry Observation (MKEO) tool was needed. See the following timeline to learn how the Kindergarten Readiness Assessment was chosen as that tool, as well as Public Act 108 of 2017- sec.104 for KRA.

### A Timeline of the MKEO/KRA

- 2009-11: Joint work occurred between MDE, ECIC, and MAISA to explore possible Kindergarten Entry Assessment Tools
- 2011: Federal Race to the Top Early Learning Challenge Grant (RTTT-ELC) RFP issued
- 2011: Michigan Legislature approved supplemental funding of \$3.75 million for KEA pilot project
- 2013: Michigan applied for RTTT-ELC and received \$51.7 million in Phase III
- 2011-12: RFP process to select vendor following supplemental appropriation
- 2012-13: Teaching Strategies Gold selected pilot
- 2013: Year One Pilot Approximately 3,600 students assessed

- **2014:** Year Two Field Test Approximately 3,200 students assessed (far fewer than planned)
- 2015: Year Three Field Test with TS Gold.
- 2016: TS Gold not chosen as the KEA tool, although MDE continued funding for TS Gold on an optional bases for districts
- 2016: Re-engaged with Maryland/Ohio through Maryland State Department of Education lead on the Enhanced Assessment Grant for a new tool
- 2016: Worked with Senator Hansen to secure funding in Section 104 for pilot KRA using the Maryland/Ohio model. The Kindergarten Readiness Assessment tool was chosen.
- 2017: Expanded funding with expectation that all kindergarten classrooms in Prosperity Regions 4, 5, and 9 will implement by Fall 2018
- 2018: Budget-level funding in House and increase by \$1 million and expansion to all prosperity regions except 1 and 10 by Fall 2019
- **2020**: Expectation for statewide implementation by Fall 2020

### What is the Kindergarten Readiness Assessment (KRA) and how can the data be used?

The KRA is a developmentally appropriate assessment developed by researchers at Johns Hopkins University that looks at the whole child, and the knowledge, skills, and behaviors of kindergarteners across four domains: Language & Literacy, Mathematics, Social Foundations\* and Physical Well-Being and Motor Development\*

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(\*Not previously assessed – Overall, this consists of nine selected response items, 20 performance task items, and 21 teacher observational.)

Data from the KRA can be used to inform preschool instruction and offerings, but to inform kindergarten classrooms, school buildings and districts by helping to answer questions that can guide instruction:

- Do our Kindergarten students demonstrate readiness for Kindergarten standards?
- In which domains do they need support from our kindergarten instruction?
- How do children from low-income households fare? Minority children? English Learners?
   Children with disabilities? Homeless? Foster care? Immigrants?
- What can we use to address the achievement gap?
- What are we doing to support families?
- What more can we do to support educational equity?

### When does our district implement KRA?

Implementation of the KRA began in the fall of 2018. Additional regions will be added in 2019 and 2020.

### Fall 2018

**Region 4:** Allegan, Barry, Ionia, Kent, Mecosta-Osceola, Montcalm, Muskegon, Newaygo, Ottawa, and Westshore

**Region 5:** Bay-Arenac, Clare-Gladwin, Gratiot-Isabella, Midland, and Saginaw

**Region 9:** Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw

#### Fall 2019

**Region 2:** Charlevoix-Emmet, Manistee, Traverse Bay, and Wexford-Missaukee

**Region 3:** Alpena-Montmorency-Alcona, Cheboygan-Otsego-Presque Isle, C.O.O.R., and Iosco.

**Region 6:** Genesee, Huron, Lapeer, St. Clair, Sanilac, Shiawassee, and Tuscola

Region 7: Clinton, Eaton, & Ingham

**Region 8:** Berrien, Branch, Calhoun, Kalamazoo, Lewis Cass, St. Joseph, and Van Buren

#### Fall 2020

**Region 1:** Copper Country, Delta-Schoolcraft, Dickinson-Iron, Eastern UP, Gogebic-Ontonagon, Marquette-Alger, Menominee

Region 10: Macomb, Oakland, Wayne

### **How Can We Prepare for KRA?**

Save the dates for 2019 KRA Train the Trainer and Data Manager trainings if you are in regions 2, 3, 6, 7, and 8. Registration information to come soon.

### Genesee ISD:

May 14 OR 15, 2019 – KRA Training of Trainers (one full day)

May 15, 2019 – Data Manager Training (half day AM)

### **Wexford-Missaukee ISD:**

May 16 OR 17, 2019 – KRA Training of Trainers (one full day)

May 17, 2019 – Data Manager (half day AM)

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### **Ingham ISD:**

**July 29 OR 30, 2019** – KRA Training of Trainers (one full day)

July 30, 2019 – Data Managers (half day AM)

### Van Buren ISD:

**August 5 OR 6, 2019** – KRA Training of Trainers (one full day)

August 6, 2019 – Data Managers (half day AM)

### **Gratiot-Isabella RESD:**

**August 7 OR 8, 2019** – KRA Training of Trainers (one full day)

August 8, 2019 – Data Managers- (half day AM)

#### Ottawa ISD

**August 13, 2019** – KRA Training of Trainers (one full day)

August 13, 2019 – Data Managers (half day AM)

### How do I learn more about KRA?

See the continuously updated <u>#KRAinMI Guide</u> and subscribe to the <u>KRA newsletter</u> from Johns Hopkins University, where the KRA was developed.

Please Note: The window of time to input data for this first phase of implementation has been extended to November 15, 2018. Implementing districts in regions 4, 5, and 9, should have all data in by November 15, 2018 at 11:59 PM.

Check It Out!

Assessment Coordinator
Training Guide

The training guide introduces
you to Michigan's state assessment
system in general, and provides
information about the people,
trainings, materials, tools, and
resources needed while coordinating
state-provided assessments in your
district or school.

Click on the icon to access the training or go to any assessment web page and look for the icon. Assessment Coordinator Training Guide

### College Board Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

## Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email <u>michiganadministratorsupport@</u> collegeboard.org

### Note:

Establishment activities are underway. Please continue to review the **Test Center Participation** page in the <u>OEAA Secure Site</u> (www.michigan. gov/oeaa-secure) as we continue to update AI (Attending Institution) codes and participation on a daily basis. Schools without a prior AI code will take longer to be assigned one. Wait until mid-November to call College Board about accurate participation status.

### **Off-Site Testing**

Most schools participating in the state-provided test administrations in April 2019 will use the school as the test location. However, if your school is a virtual school or if you want to administer the PSAT 8/9, PSAT 10, or SAT with Essay on the same day and don't have enough room in your school, you can request off-site testing.

These additional locations must be approved by the College Board to make sure they meet testing, staffing, training, and security requirements. Here's how to request approval:

- 1. Identify a facility (or facilities) that will meet your needs for off-site testing.
- Download and save the College Board
   Off-site Testing Plan spreadsheet available
   on the <u>College Board Michigan web page</u>
   (www.collegeboard.org/michigan) under the
   Resources section.
- 3. Read the information in the **Off-Site Guidelines** tab of the spreadsheet.
- 4. Fill in the required cells in the Off-Site Request Form tab of the spreadsheet. Some required information includes name and address of the proposed testing location, off-site coordinator information, and details on how materials will be kept secure. Use the Instructions tab in the spreadsheet for guidance.
- Fill out the Off-Site Request Form tab for every off-site location your school needs, by copying and pasting the Off-Site Request Form worksheet into a new tab.
- Return the completed spreadsheet to testingplans@info.collegeboard.org no later than midnight ET December 14, 2018.
- 7. The College Board will work with test coordinators requesting off-site testing

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locations to ensure the location meets the requirements. If necessary, the College Board will contact test coordinators to make recommendations to improve security and to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.

 Once approved, an email will be sent to the submitter communicating the approval. All plans submitted on time will be reviewed by February 1, 2019.

A few things to note about off-site testing:

- Off-site locations will use their AI (Attending Institution) code for all forms this year. NO test center codes will be used. You can find test center codes in the Test Participation page of the Secure Site, but these are not required for any documentation this year. Test coordinators are highly encouraged to use testing room codes to help process any irregularities that may occur at the off-site locations.
- A test coordinator must be identified in the Educational Entity Master (EEM) for the Al (Attending Institution). Additionally, a unique off-site test coordinator must be

- identified for each off-site test location in the testing plan. A single person may oversee all assessments administered at an off-site location or a different off-site test coordinator may be identified for each assessment. While contact information for the off-site test supervisors will not be captured or reflected in the Educational Entity Master (EEM), the College Board will store this information.
- Pre-identification will be completed by the AI, not by each off-site location. It is the responsibility of the off-site test coordinators to be aware of which students are testing at each location.
- Test materials will also be shipped to the AI location. The test coordinator at the AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location.
- Requests for off-site testing for other
  Michigan assessments (M-STEP, ACT
  WorkKeys) must be done separately for each
  assessment. (see the <u>Online Testing Waiver</u>
  <u>article on page 3</u> for additional information.)



Information on ACT WorkKeys® provided by the ACT®.

## Preparing for the Spring 2019 Administration

Communications from ACT for the Spring 2019 administration of the ACT WorkKeys assessment will begin shortly. Please check the Educational Entity Master (EEM) (www.michigan.gov/eem) to confirm that the email address, phone number, and mailing address (no PO boxes) for the WorkKeys Test Coordinator are correct. ACT receives updates weekly and uses this information to send emails and ship test materials to the Workkeys Test Coordinator.

Inaccurate information will result in you not receiving critical information in a timely manner and consequently overlooking key deadlines and delaying the receipt of test materials.

**Please note:** Updating the EEM can only be done by the authorized district EEM user. Refer to the <u>September 6, 2018 Spotlight Newsletter</u> (www.michigan.gov/mde-spotlight) for additional information about updating the EEM.

### **Manage Participation**

All schools, public and participating nonpublic, must confirm in PearsonAccess<sup>next</sup> that they are participating in order to receive test materials and to administer the WorkKeys assessment. This process is called **Manage Participation** and will only take approximately five minutes. You will indicate your school's participation status and

select your preferred materials receipt dates. The window to complete the Manage Participation is **November 5** through **November 30, 2018**.

Instructions on completing the Manage Participation Process will be emailed to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the Educational Entity Master (EEM) (www.michigan.gov/eem) the week of October 29, 2018.

ACT will email the PearsonAccess<sup>next</sup> login information only to the WorkKeys Test Coordinators listed in the EEM for both public and nonpublic schools. If the WorkKeys Test Coordinator does **not** receive this email by **November 5, 2018**, contact ACT at the web page or phone number listed below.

### **Contacting ACT**

If you have questions, you may:

- contact ACT via the <u>Contact Us web page</u> (www.act.org/aap/state/contact.html)
- 2. call ACT at 800-553-6244, 9:30 AM 6:00 PM ET

standard time: ext. 2800accommodations: ext. 1788

3. email accommodations questions to ACTStateAccoms@act.org

### **Important Dates**

### October 2018

### M-STEP, MI-Access, and WIDA

**Now - November 20, 2018** 

 M-STEP, MI-Access FI, and WIDA Online Testing Waiver request window

### **SAT and PSAT**

Now - November 30, 2018

SAT and PSAT Intent to Participate window

Now - December 14, 2018

· SAT and PSAT Off-Site Testing Request window

### November 2018

### **ACT WorkKeys**

November 5 – 30, 2018

ACT WorkKeys Manage Participation window

### M-STEP, SAT, and PSAT

November 7, 2018, 1:00 - 3:00 PM

 Implementation Webinar for SAT with Essay, PSAT 8/9 for grades 8 and 9, and PSAT 10 Click to Register

### November 27, 2018 10:00 - 11:00 AM:

MME and High School Assessments
 Q&A Webinar Join the Webinar

 Access code (case sensitive): etX8ygRT

**Audio Conference Call-in number:** 

1-877-336-1831 (Toll-free) OR 1-404-443-6397

Access Code: 874 442 5

### November 27, 2018 11:00 AM - 12:00 PM

 Grade 8 Assessments Q & A Webinar <u>Join the Webinar</u>

Access code (case sensitive): etX8ygRT

**Audio Conference Call-in number:** 

1-877-336-1831 (Toll-free) OR 1-404-443-6397 Access Code: 874 442 5

### **WIDA Workshops**

Tuesday, November 13, 2018, 1:00-2:00 PM CT:

 WIDA Technology Coordinator – Support for Test Administrators Pre-Testing Webinar – Join Now

### Tuesday, November 13, 2018:

- WIDA ACCESS for ELLs Online Test Administration Training – Library of Michigan, Lansing
  - Morning Session: 9:00 12:00 Register for this workshop
  - Afternoon Session: 1:00 4:00 Register for this workshop

Wednesday, November 14, 2018: WIDA ACCESS for ELLs Online Test Administration Training – Van Buren ISD, Lawrence, MI

- Morning Session: 9:00 12:00
   Register for this workshop
- Afternoon Session: 1:00 4:00 Register for this workshop

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### November 2018 (continued)

### WIDA Workshops (continued)

Thursday, November 15, 2018:

- WIDA MODEL Paper Test Administration Training – Van Buren ISD, Lawrence, MI
- All day session: 9:00 AM 4:00 PM Register for this workshop

### **December 2018**

### December 5, 2018, 10:00 AM ET

DRC Technology Coordinator Webinar
 Click to join the webinar or paste the following link and enter meeting number 802 965 089:
 https://datarecognitioncorpaudio.webex.com/datarecognitioncorpaudio

### **SAT and PSAT**

### December 5, 2018, 10:00 - 11:00 AM

 Accommodations and English Learner Supports Webinar for SAT with Essay, PSAT 8/9 for grades 8 and 9, and PSAT 10 Click to Register (www.tinyurl. com/2019MichiganAccommodations)

### January 2019

### Thursday, January 1, 2109, 1:00-2:00 PM CT:

 WIDA Technology Coordinator – During Testing: Technology Troubleshooting Webinar – <u>Join Now</u>





### **Contacts**

### For assistance with assessment or accountability issues:

### **Assessment and Accountability Call Center**

877-560-8378 (select appropriate option)

| Options | Topics   |
|---------|--|
| 1       | to report cheating and unethical behavior by a district/school in regards to state assessments   |
| 2       | for support of Central Office Services (COS), Test Management System (TSM), eDIRECT, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)                                |
| 3       | for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting |
| 4       | for questions about the College Entrance and Workskills assessments  1. Eligibility, MDE policies, and OEAA Secure Site Support  2. SAT, PSAT 8/9, and PSAT 10 – College Board  3. WorkKeys – ACT                                |
| 5       | for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, Central Office Services (COS), and Test Management System (TSM)   |
| 8       | for all other questions  |

### **Email**

For assessment questions: mde-oeaa@michigan.gov

For accountability questions: MDE-Accountability@michigan.gov

For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions: (for questions not covered in options 3 and 5 in the table above)

**WIDA Client Services** 

866-276-7735